

**WORKFLOW AND RESPONSIBLE PERSONS IN CERTIFICATE OF OCCUPANCY IN PLATEAU STATE
GEOGRAPHIC INFORMATION SYSTEM (PLAGIS)**

STAGES	ACTIVITY	RESPONSIBLE MDA	CONTACT PERSON(S)	PHONE NUMBER	TIME FRAME	COST
1	CUSTOMER SERVICE LODGMET OF APPLICATION	PLAGIS	JULIANA HELEN FAVOUR	07032103752 08060549387 08136238880	0.5 day	The cost computation for processing of Right of Occupancy and Certificate of Occupancy is based on Size of land, Location of the land in the State and the Use of the land. (Refer to the Rates matrix)
2	OPENING OF PROPERTY FILE	PLAGIS	LONGPIAN	07038099949		
3	PAYMENT OF DEMAND NOTICE	PSIRS	NANKYER	08036646482	3 days	
4	SCANNING OF NEW APPLICATION AND OTHER DOCUMENTS	PLAGIS	ESTHER	08036226199		
5	CONFIRMATION OF PAYMENTS AND ISSUE RECEIPTS	ACCOUNTS	RAHILA	07036042250		
6	DIGITIZING OF PROPERTY	SURVEY	YELTON	08036076625	1 day	
7	SQCO (CHECK SURVEY QUALITY)	SURVEY	RICHARD	08035306396		
8	CHARTING AND	SURVEY	GOMOS	08069631409		

	REPORTING					
9	CHECKING OF 6,7 & 8	SURVEY	YILCIT	08023750122		
10	APPROVAL OF SURVEY REPORTS	SURVEY	SATI	08036396069		
11	RECEIVE PROPERTY FILE FOR PLANNING PERMISSION	TOWN PLANNING	JIBRIN	08065966577	2 days	
12	ASSIGNED FILES TO INSPECTING COORDINATORS	TOWN PLANNING	BASIL	08111970537		
13	PROPERTY INSPECTION	TOWN PLANNING	LOHOR	08032502992		
14	REVIEW PLANNING REPORTS	TOWN PLANNING	BASIL	08111970537		
15	APPROVE PLANNING REPORT	TOWN PLANNING	JIBRIN	08065966577		
16	RECEIVE PROPERTY FILE FOR RECOMMENDATION	LANDS	YOSY	08032079921	2 days	
17	PREPARE LAND FORM 5	LANDS	WALONG	08036000627		
18	CHECK LAND FORM 5	LANDS	YOSY	08032079921		
19	PASSED LAND FORM 5	LANDS	YOSY	08032079921		
20	RECOMMEND LAND FORM 5	ADMINISTRATION	DASHE SELFA DONPAR	08035675158		

21	APPROVE LAND FORM 5	ADMINISTRATION	PETER NYAM GAI	08069730525	1 day	
22	RECEIVE PROPERTY FILE	LANDS	YOSY	08032079921	1 day	
23	PRINT OF R OF O	LANDS	WALONG	08036000627		
24	ASSIGN FILE FOR R OF O ENDORSEMENT	LANDS	YOSY	08032079921		
25	ENDORSEMENT OF R OF O	LANDS	DASHE SELFA DONPAR	08035675158		
26	APPROVE THE ISSUANCE OF R OF O	LANDS	YOSY	08032079921		
27	RAISE DEMAND NOTICE, ACCEPTANCE AND ISSUANCE OF THE R OF O TO THE APPLICANTS	LANDS	WALONG	08036000627		
29	PAYMENTS OF OUTSTANDING DEMAND NOTICES	PSIRS	NANKYER	08036646482	3 days	
29	CONFIRMATION OF PAYMENTS AND ISSUANCE OF RECEIPTS	ACCOUNTS	RAHILA	07036042250		
30	RECEIVE, REVIEW TDP	SURVEY	WOPHILL	08036788681	2 days	
31	PREPARE TITLE DEED PLAN (TDP)	SURVEY	TANGKAT	08067701598		
32	REVIEW TDP	SURVEY	WOPHILL	08036788681		

33	APPROVE TDP	SURVEY	SATI	08036396069		
34	GENERATE C OF O	LANDS	MAREN	07034778605	2 days	
35	REVIEW GENERATED C OF O	LANDS	NANLE	08032892533		
36	APPROVE C OF O	ADMINISTRATION	GOVERNOR		2 days	
37	REVIEW SIGNED C OF O	LANDS	NANLE	08032892533	2 days	
38	REGISTER SIGNED C OF O	LANDS	NANLE	08032892533		
39	PREPARE DELIVERY NOTE OF C OF O	LANDS	SIMI	08064713205	1.5 days	
40	SCAN OUTGOING C OF O	LANDS	SIMI	08064713205		

NOTE: It will take **12.5 working days** to issue the **Right of Occupancy** to applicants and **8.5 working days** to issue **Certificate of Occupancy** on the average of **Fifty (50) applications**.

CERTIFICATE OF OCCUPANCY PROCESSING STAGES AND STAFF RESPONSIBLE (OLD RIGHT OF OCCUPANCY)

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	OF PAYMENTS AND ISSUE RECEIPTS					
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